



PORTERVILLE DEVELOPMENTAL CENTER

JOB OPPORTUNITY BULLETIN

STAFF SERVICES ANALYST (GENERAL)

SALARY RANGE:	\$2,945 - \$4,788
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Plant Operations
FINAL FILING DATE:	August 26, 2015

DESCRIPTION OF DUTIES: Under the general supervision of the Chief of Plant Operations III performs high degrees of technical and analytical functions related to Plant Operations, public work contracts, and special repair contracts. This position, collects, tabulates, and analyzes data for all areas under Plant Operations. This position is responsible for all data collection and management of all data for Governing Body, Administrative Quality Management monthly and quarterly data for the water usage, vector control, call backs, work orders, electric usage, gas usage and assists with the capital outlay budget. This position is also responsible for scheduling meetings, preparing and disseminating Inter Office memos/letters, and providing assistance to the public and/or visitors.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, or SSA transfer exam list eligibles) or be list eligible as a result of taking an examination.

HOW TO APPLY: Submit a completed standard state application (STD. 678), Copy of transcripts, and the Criminal Record Supplemental Questionnaire by the Final Filing Date. If an SSA Transfer Exam Eligible, you will need to submit proof of passing the SSA Transfer Exam. Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at www.calhr.ca.gov.

Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Porterville Developmental Center
 Human Resources Personnel Examination and Recruitment
 P.O. Box 2000
 Porterville, CA. 93258
 26501 Ave. 140
 Porterville, CA. 93257
 (559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.